

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) SWRCB-DIVISION OF DRINKING WATER	UNIT Resiliency and Data Branch, SAFER Section, Needs Analysis Unit	POSITION # 880-402-5758-002 880-402-5758-XXX	DATE October 2021
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Research Data Specialist II		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Kristyn Abhold			
CURRENT CLASSIFICATION OF SUPERVISOR Senior Environmental Scientist (Supervisory)		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	<p>The Water Boards values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.</p>		
	<p>Under the general supervision of a Senior Environmental Scientist (Supervisory) in the Needs Analysis Unit within the Resiliency and Data Branch, Safe Affordable Fund for Equity and Resiliency (SAFER) Section of the Division of Drinking Water and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent independently performs complex scientific and analytical duties. The incumbent is expected to be courteous, professional, provide timely responses to internal/external customers when completing work assignments, follow through on commitments, solicit and consider internal/external customer input when completing work assignments and work independently and in coordination with the Supervising Water Resource Control Engineer and other State Water Resources Control Board (Board) staff. Specific responsibilities include:</p>		
30%	<p>Support SAFER program needs through data collection and tracking, data quality review, and data analysis related to the development of risk factors and technical, managerial and financial capacity evaluations for public water system, state small water system, and domestic wells. Develop, implement, and update state-wide cost estimates to address water system deficiencies and increase resiliency. Assist in the conceptual development and reporting tools for the SAFER Clearinghouse. Collaborate extensively with multiple state water board divisions staff, other state and local agencies, stakeholders, and the public.</p>		
30%	<p>Support the Resiliency and Data Branch through ongoing development and maintenance of the Division's data intake and reporting systems, including development of processes for auditing drinking water information and development of performance metrics for process improvement. Provide support for the Human Right to Water evaluations and website to inform stakeholders and the public. Develop processes for maintenance of water system jurisdictional and service area boundaries. Assist to complete reports, including those required by law or by primacy</p>		

	granted by USEPA, for submittal to the Board, the legislature, and other state and federal agencies and stakeholders. Support the Division's information technology (IT) project priorities through the development and implementation of IT projects, collaboration with the Division of Information Technology (DIT), and advancement of use of new tools and projects to modernize the reporting and availability of drinking water information.
20%	Conduct detailed evaluations of drinking water data derived from multiple data sources including the Electronic Annual Report (EAR), the State Drinking Water Information System (SDWIS), Water Quality Inquiry (WQI), and SAFER Clearinghouse to establish processes to improve the accuracy of the data and publication of the data. Identify relationships and trends for development of visualizations to meet internal and external information needs and identify opportunities to improve the quality of the data. Provide technical assistance to Division and Water Board staff in the use and evaluation of drinking water data. Support the streamlining of water data reported to the state. Identify drinking water reporting requirements shared by both the Water Board and other agencies and make publicly available an explanation of how the data are used for planning, regulatory, or other purposes. Analyze opportunities for more efficient publication of drinking water data and how the Division can integrate various data sets in a publicly accessible location according to the principles and requirements of the Open and Transparent Water Data Act.
15%	Provide expert, scientific, and technical support to the Resiliency and Data Branch, including data analysis, integration, and quality assurance and control. Conduct complex quantitative and qualitative data-driven research and statistical analysis to ensure information needs are met. Participate in and support technical tasks with internal and external teams. Participate in internal and external committees and workgroups to support the duties assigned and ensure transparency and data accessibility for the public. Conduct special studies, makes presentations, prepares reports and undertakes other technical work, as directed.
5%	Perform other assigned duties, as required.
	Employee Signature: _____ Date Signed: _____